

Charlevoix Township Board Meeting

April 10, 2023

7:00pm

Members Present. Supervisor Dan Ulrich, Sandra Witherspoon, Theda Williams, JB Hoyt. Kate Stewart was absent. A roll call vote was taken.

Agenda: Approved as presented. All in favor.

Approval of Minutes: The minutes were approved, with corrections. All in favor.

Treasurers Report: Theda Williams was present to give an overview of the budget. At the end of March, the General Fund was \$886,962.51, the Water Fund was at \$135,478.88; Fire Department was at \$295,055.79; Trust and Agency \$5441.22; and the Fire Department Bond Account was at \$212,283.93.

Water Department: Dan Riley was present to give an update on the Water Department. Continuing work on the two water complaints. There was a water main break at Pine Point. Water samplings have been taken for the yearly requirements. Discussed bids from Stevens Concrete and Martin Concrete for well house. Hoyt made the Motion, with Witherspoon supporting, to approve the Stevens Concrete Bid, as presented. All in favor. Motion passed unanimously. **(M21-23)**

Fire Department: Chief Thorp was present to discuss the fire department. Discussed the fire runs last month. Working on getting a uniform to use during Venetian, road closures, and other events. The cost for 35 pairs of pants is \$1,884.37, which will provide each person a pair a pants, with Greg getting five and Russ and Dan Thorp getting three. They will also be provided with a long sleeve and short sleeve shirt with the new logo on one sleeve and a flag on the other sleeve. The cost of eighty shirts is around \$1,584. Hoyt made the Motion, with Witherspoon supporting, to purchase the dress fire apparel up to \$4,000, as discussed. All in favor. Motion carries unanimously. **(M 22-23)**. Discussed having an Open House the week of Venetian at the Fire Department and having various handouts available. Details will be finalized later.

Zoning Administrator's Report: John Ferguson was present and his report was reviewed and discussed.

EMS Update: None at this time.

Public Comment: None

Old Business:

Recreation Manager: The appointment of Todd Klinger as the Manager of the Recreation Department was discussed.

Resolution 23-005: The Annexation for the property on Division Street, where the new County Building is located, was discussed. The County is making a request for the annexation as it is required that the County Building be located within the city limits. They are currently working on a Reverter clause so that the property would return to the Township should the County Building move. The matter will be tabled and will be discussed further at a future meeting.

Website Redevelopment Proposal: The responses that were received were discussed. Try to assess the three proposals by looking at approach, background, experience. All will meet expectations as to content. Discussed desired features of accessible events calendar, public service requests, online payments, online fillable forms, FOIA support, text and email communication with residents; onsite training and back up. Costs were discussed. Revise is \$5,700 plus \$1,900 for support; Shumaker is \$3,250, to develop, test and train and 1,750 moving forward; Townweb was \$9,700 and annual \$5,800 for support with a 3 year contract. Discussed the many options of each company. It was indicated that that we should use local company if possible. The Board will contact current website operator to gauge his interest. Then will decide where to go from there. Looking at the three RFPs, feels that Townweb is expensive and less responsive. A flyer that came in the mail was discussed.

New Business

Water Department Fee Increase: Discussed proposed tapping fees increase. The current fees do not cover actual costs. The proposed fee schedule increase and what it includes was reviewed. Also discussed creation of a “sinking” fund for replacement of capital expenses. Discussed the proposed slow increase of service fees along with having an annual or monthly fee for second meters. Will try to have proposed increase fee schedule completed by the new fiscal year (July 1, 2023).

Records Policy: Requirements by the State to adopt Records Policy for Public Inspection were reviewed and discussed. Witherspoon made the Motion, with Williams supporting, to adopt the policy as presented. All in favor. Motion carries unanimously. **(M-23-23)**

Spring Trash Pick-up: Discussed both proposals of the spring trash pickup. Williams made the Motion, with Witherspoon supporting, to use Little Traverse Disposal for the week of May 8th. All in favor. Motion carries unanimously. **(M24-23)**

Spring Brush Chipping Dates: Discussed proposal for chipping/brush pick-up. Williams made the Motion, with Hoyt supporting, to use Drost the first week of June. All in favor. Motion carries unanimously. **(M25-23)**

Leaf Pick Up: Spring leaf pick up was discussed. Will be dependent upon the weather and frost laws.

Update from Supervisor: Water Tower project update. Ulrich has been in contact with the Engineer from Dixon. The specs for the project have been received for approval and will go out for bids. Discussed moving of cell phone antennas in August. Williams and Ulrich met with the Road Commission to discuss road repairs. Mercer will be the first project to be completed and will start in September.

Correspondence: Letter received from Justin Perkins expressed interest in retaining relationship with the Township.

Hoyt made the Motion, with Williams supporting, to allow the clerk to pay the bills. All in favor. Motion carries unanimously. **(M26-23)**

Public Comment: None

Meeting adjourned at 8:54pm
Respectfully submitted,
Mindy Joy, Recording Secretary